

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PARALEGAL

Role Title: Administrative and Office Specialist III

Position # W0300

HOURLY POSITION – NO STATE BENEFITS

Pay Band 3, Level II - Hiring Range: up to \$20.00 per hour

Closing Date: October 7, 2016

Unique opportunity for experienced paralegal to perform program and administrative functions to support the Special Projects Manager and Division Director in the Appeals Division. Position assists with legal research and analysis of Federal and State law, regulation and policy, project and document management, drafting of legal memorandum and position papers, review of technology and software and its legal impact, and the administration of the Time, Attendance, & Leave System (TAL). The successful candidate must have considerable knowledge of office operations, protocol, and case management. The candidate must possess superior organizational skills, excellent attention to detail, solid research skills, and the ability to work efficiently within established deadlines in a high-paced environment. Must have considerable knowledge of business English, grammar, punctuation and usage, and requires demonstrated ability to write, proofread, and communicate effectively as evidenced in letters, reports and other communication tasks. Must be proficient using the PC with presentation, e-Learning, word processing, calendaring, email, spreadsheet, and database management software. Must be able to analyze data and reach logical conclusions. Must have demonstrated ability to work well in a team project environment. Some experience with confidential client information or protected health information is preferred. Experience with Medicaid or health care services preferred. Experience in paralegal, executive-level administrative assistant and/or administrative support positions preferred. High school diploma with some college coursework in office management/ office automation/ paralegal preferred. **This position may require travel within the state. This is an hourly position limited to 29 hours per week/ 1500 hours per year.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA